

## INEEL POST JOB REVIEW CHECKLIST

Work Order Number: \_\_\_\_\_

Date: \_\_\_\_\_

Foreman: \_\_\_\_\_

Work Order Primary Owner (Planner): \_\_\_\_\_

Craft: \_\_\_\_\_

The Post Job Review Process is to improve worker involvement by providing the worker a means to identify and communicate feedback to ensure continuous improvement in work performance. Please check the appropriate boxes and comments on how the job support could have been improved. Thank you for your comments.

### 1. ESH&Q

- ☐ Identification of potential hazards
- ☐ Safety Hazards/Precautions
- ☐ Personal Protective Equipment (PPE)
- ☐ Hazard Analysis Mitigation
- ☐ Environmental Precautions
- ☐ Waste Minimization
- ☐ Permits

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ☐ Not Applicable  
Poor Excellent

Problems: \_\_\_\_\_

Suggestions: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 2. Work Package Adequacy

- ☐ Instructions ☐ Detail
- ☐ Readability ☐ Tools
- ☐ Testing ☐ Scope
- ☐ Prerequisites ☐ Material
- ☐ Drawings
- ☐ Constructability/Maintainability
- ☐ Contributing Factor that Helped Job Performance

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ☐ Not Applicable  
Poor Excellent

Problems: \_\_\_\_\_

Suggestions: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 3. System or Component Readiness

- ☐ System Equipment Status
- ☐ System Turnover
- ☐ Lock & Tag Out
- ☐ Supporting Documentation

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ☐ Not Applicable  
Poor Excellent

Problems: \_\_\_\_\_

Suggestions: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 4. Support Coverage

- ☐ Multiple Craft Coordination ☐ ESH&Q
- ☐ Communications ☐ Transportation
- ☐ Planning/Scheduling ☐ Engineering
- ☐ Radiation Protection ☐ Primary Owner
- ☐ Work Delegation

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ ☐ Not Applicable  
Poor Excellent

Problems: \_\_\_\_\_

Suggestions: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 5. Other Comments (Description):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_